AMD-23E INSTRUCTIONS

Introduction

The AMD-23E was designed as both an electronic method of uploading flight use data into AMS and a Government Receiving Report. As we previously advised you, AMD will no longer accept paper copies of use reports for work performed. The old AMD 23 form may no longer be used. This document explains the process for completing the new AMD-23E form and submitting it through the AMS system. All forms referenced in this document can be accessed at the AMS website "https://ams.nbc.gov" . Click on "Go here for FAQs and other info ", then click on "Downloads".

On the next page of this document is a copy of the new AMD-23E. Please download a copy of this file to your computer. When you open an electronic version of the AMD-23E, you can view the definitions for the cell by placing your cursor over the red triangle in the cell. If you would like to view a printout of the definitions (AMD-23E Definitions.pdf), they will be posted on the AMS website with the other downloads.

Once an AMD-23 has been completed in the field, you must either upload it electronically into AMS as described in Part II of this document or, if you prefer, enter the data into AMS as outlined in Part III.

If you choose to electronically upload the information into AMS, you will need two additional files: Excel Template V2.0.xls and Conversion Tool v43.xlsm. Those files will be available for download at the AMS website. If you are having difficulty downloading them, please contact ams-helpdesk@nbc.gov. We suggest that you create a new folder on your computer to store these files such as "C:\AMS\" and then download the files into that folder.

If you have questions, please call 208-433-5052 for training and AMS issues or email ams-helpdesk@nbc.gov for any contract or other questions.

The next page is a copy of the AMD-23E.

4	➡		➡		Phone	
5	Name (print)	Date	Name (print)	Date	E-Mail	

NonFleet TIME Based Charges

Row	Date	Pay Item	Start	Stop	Elapsed Time	From	To	# of PAX	Cargo Payload	TAX	Mission Code	Billee Code	Billee Agreement #	Charge Code	Fire
8															
9															
10															
11															
12															
13															
14															
15															
16															

NonFleet FEE Based Charges

Row	Date	Pay Item	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fire
19												
20												
21												
22												
23												
24												
25												

26 Remarks:

Section I – AMD-23E Initial Entry

The AMD-23E is required for all DOI Non-Fleet Aircraft Use Reporting.

- First, download a copy of the the AMD-23E v2.0.xls spreadsheet onto the computer that will accompany the aircraft to the field. If there is no computer at the field site, print copies of the spreadsheet to send with the aircraft.

- The Contractor will work in conjunction with the Government Representative to enter the Aircraft Use Data into the AMD-23E. As with previous billing arrangements, the Vendor will fill in the work that has been performed on the top and left side of the form and the Government Representative will complete all billing and charge code information on the right side.

As you start to enter data under this new process, certain steps must be taken.

- It is important to save your original spreadsheet file as your "master" document as described in the introduction. When you are ready to enter information, open the "master" AMD-23E v2.0.xls worksheet and save a copy to a unique file name. That file name should be structured to allow you to identify the contract and the period of performance.

- Previous versions of the AMD 23 had data entered on lines consecutively as it occurred, regardless of the Pay Item Code. As shown on the sample AMD-23E, this form has broken the entries into "Time Based" and "Fee Based" sections. Each type of entry must be entered on the AMD-23E on consecutive lines in the respective section. Examples of commonly used Time Based items would be FT, EP, and EM. Fee Based examples might be AV, FC, MC, PD, SC, and SML. There is a complete listing of the pay item codes at the AMS website.

- When starting a new AMD-23E, always start on the tab "Pg. 1". The master file consists of 16 worksheets (tabs named Pg. 1-Pg. 16) and can be used for single or multiple day use reporting. Utilize each available "Time Based" or "Fee Based" line on the page before moving to the corresponding section on the next page. If you are entering multiple days, **do not use a new sheet for each day**—continue filling up the lines for the "Time Based" and "Fee Based" sections until that section of the sheet is full on each page.

- Do not leave any data in unused rows—leave them entirely blank.

- SC charges MUST have an explanation in the remarks section of the AMD-23E.

- Any required receipts must be scanned and attached to the electronic version of the form.

- Once the AMD-23E has been completed, print a copy, draw a line through the space under the last entry in each section to show that there are no more entries.

- Both the Vendor and the Government Representatives must sign it in their respective signature blocks. The original signed hardcopy (or a scanned version), must be returned to the Vendor for Upload into AMS. The Vendor Representative would then forward the electronic AMD-23E and the signed version of that form to their home office to create an electronic Aircraft Use Report in AMS.

- If the form can not be completed electronically in the field, it can be completed by hand, signed by both parties and returned to the Vendor Representative. The Vendor Representative would forward the signed form to their office staff to manually create an electronic Aircraft Use Report in AMS. Only electronic copies of AMS reports will be accepted by AMD.

Section II—Converting and Uploading the File

If flight use data has been electronically entered into the AMD-23E, we recommend that you create a new folder on your computer and save it giving the file a unique name that will distinguish it from other similar files. For example, C:\AMS 2011\N2155A-1.xls. The file can now be converted into a format that is compatable to upload into AMS. Insure that the following are entered correctly in that file before attempting an upload:

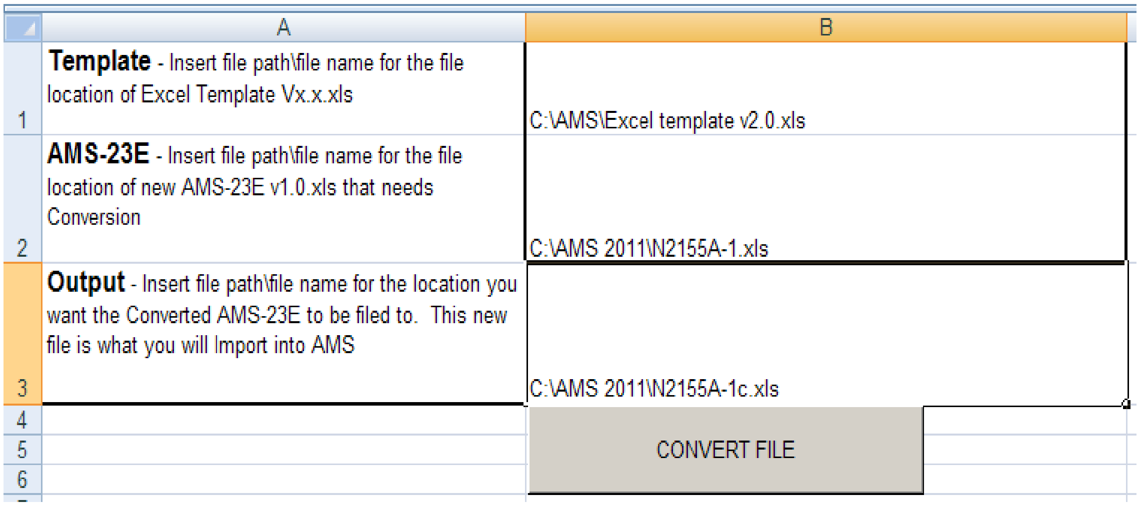
- The vendor name must be exactly as it appears in AMS
- Enter the Contract Number as it appears in AMS. AMS only includes the last 10 digits of the contract number. Under the older contract numbering system that started with "1406", there were a total of 12 digits so when entering that contract number, do not include the first two digits. For example, if your contract number is 1406-08-80-2971, drop the "14" and enter it as "0608802971" (no spaces or hyphens).
- The aircraft registration number must be entered with the N (or C-) at the beginning of the number.
- As with previous versions of the form, helicopter flight will be entered from Hobbs meter readings and fixed wing aircraft time will be based on clock times. Clock Time must be entered in the 24-hour (military) format using a colon to separate the hours from the minutes .
- If the aircraft is Federal Excise Tax (FET) exempt <u>you must</u> leave the Tax Code field <u>blank</u>. Otherwise, you may receive an error message in the upload process.
- If the aircraft is FET non-exempt <u>you must</u> select the appropriate value for every line item entry.
- When entering *FEE-Based Charges* for pay Items such as AV, SMS, GT, etc. that are prepriced in the contract, enter the "Quantity" <u>but do not enter the "Rate"</u>. For other Fee based items that are not prepriced such as PD, FC, SC, etc., you must enter an amount under the "Rate" column.
- SC charges MUST have an explanation in the "Remarks" section of the hard copy of the AMD-23E. Any required receipts must be scanned and attached to the electronic version of the AUR.
- <u>Do not</u> leave any data in unused rows. Assure that all unused rows are entirely blank.
- As with previous versions of the form, use the remarks section for explanations of events.

If you have a problem with any of these items, please contact the help desk at **ams-helpdesk@nbc.gov** .

As stated in the introduction, the automatic conversion process requires two additional files: Excel Template V2.0.xls and Conversion Tool v43.xlsm.

Open the Conversion Tool that was provided.

- Below is a screen shot of that file with sample file paths inserted. You must insert your own file paths on three lines—**Template, AMS-23E, and Output**. The information to the left of each blank explains what is to be inserted. Note: the file name in the "Output" block cannot be the same name as that given to the "AMS-23E" file entered directly above it. I might suggest you add a "c" to the name to signify that it has been converted. **(Please ensure that the file names include the file extension of ".xls".**

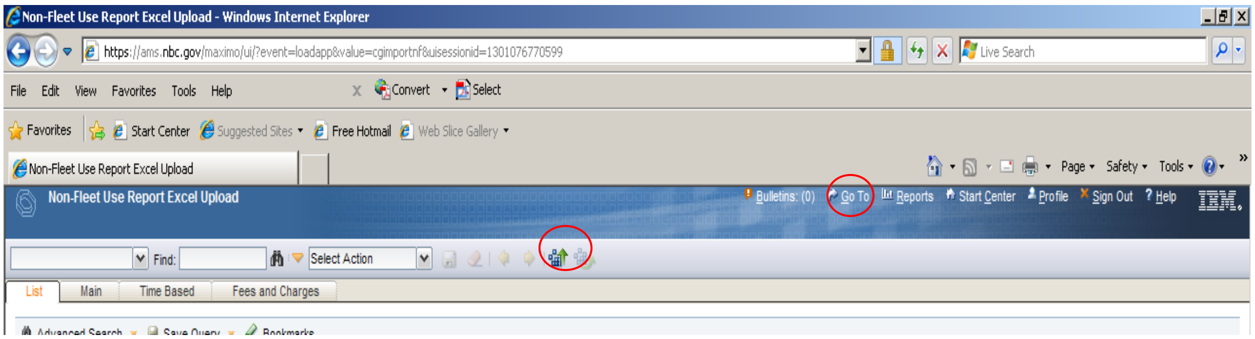


- Once the file paths have been entered, click on the "CONVERT FILE" button. If you receive no error messages, this portion of the process is complete. You can close the Excel program.
- You may receive a message that "macros" have been disabled. If so, click the Microsoft Help Key—a "?" usually in the upper right corner of the screen. It will direct you to the process to "enable" macros within your version of Excel.
- If you have additional files to convert, return to the converstion tool and repeat the above process.

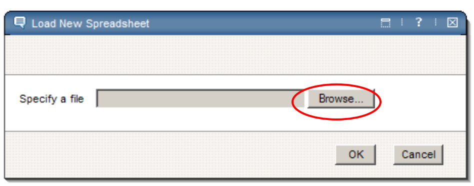
Next, go to the AMS website and enter your user name and password.

<u>If you don't have access to the AMS system yet, please enter the AMS website to access the "New User" form and either email the form to</u> ams-helpdesk@nbc.gov or send by facsimile message to 208-433-5030.

- Once you have logged into AMS, go to the broad dark blue bar close to the top of the sheet, there is a “Go To” button. Click on that button. It should provide a submenu. Choose “Aircraft Use Reports” which will in turn take you to “Non-Fleet Use Report Excel Upload”. Click there.
- On the bar directly below the dark blue band is one highlighted icon (upload new spreadsheet), click on that icon.



- As shown below, a screen will pop up with a blank to enter a file path for the file to be uploaded. To the right of that blank is a block entitled “Browse”. In the above instructions on converting a file, you saved the file with the name you inserted in the “Output” blank. Click on “Browse” and then navigate to the file location where you saved the “Output” converted file. Once you find the file, highlight it and click the “open” button on that screen.



- On the AMS screen, you should now see the file path of the file to be uploaded in the blank. Click the “OK” button. You should receive a message similar to “BMXZZ0054E – N2155A-1c.xls has been imported successfully”. (Note: you do not need to record this number.)
- When a spreadsheet is uploaded, you will automatically be moved to the Main tab on AMS, with the record you just created, now displayed.
- Go to the tool bar at the top of the screen where you found the “upload new spreadsheet” icon. There is now a new blue icon immediately to the right of that one that will say “Send to Maximo”. Click that button.
- You will receive a message either stating that the upload was either successful or failed. If it shows failed, click the “OK” button and review both the “Time Based” and “Fees & Charges” tabs. Each entry in the record will show that it was either “Success” or “Failed”.

- If “Failed”, go to the far left of the line to the little triangle shape and click. That will open further detail on the item including a box at the bottom describing the error. (You may have to scroll down on the screen to see that box.) Correct the error for each line shown as failed and then click the “Upload to Maximo” button again.
- Once you have corrected all errors, a box will pop up reading ***“Use Report successfully created.”*** Click ***“OK”***. All the fields will grey out and a use report number will be assigned to your report. To find the use report number go to the ***“Main”*** tab on your screen.
- Click on the ***“Start Center”*** button to find the new report. Click on the UR that you just uploaded.

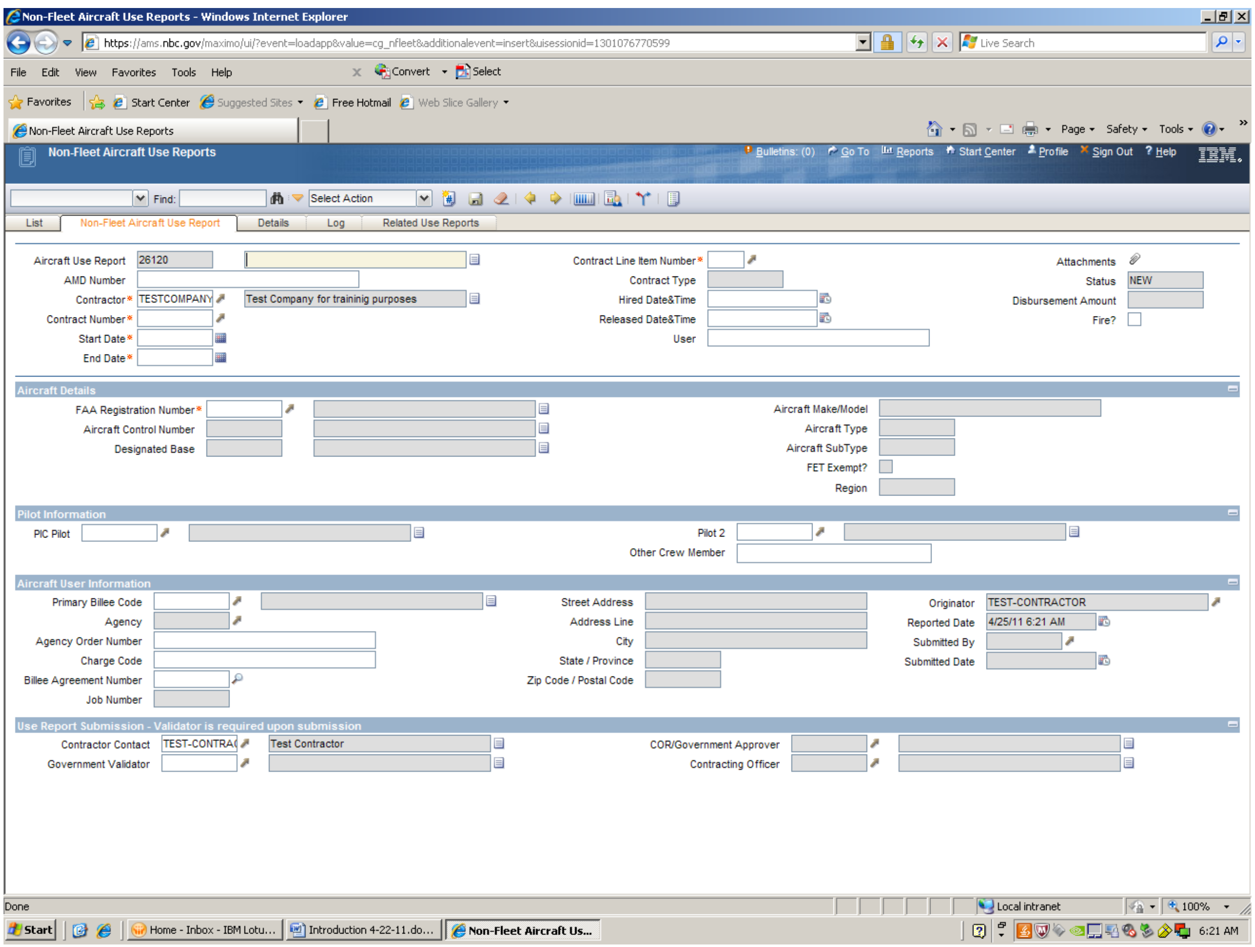
<u>All attachments must be attached before you route the workflow **</u>

- Attach the copy of the signed **AMD-23E** and any receipts or other documents that are required to support this report under the attachments section. To attach a document, click on the paper clip in the right corner of the **“Header”** screen to attach those documents. The paper clip will turn Orange once the attachments have been included.
- You are now ready to submit the report by routing the AUR to the Validator. Your Government validator’s name will automatically appear in the validator box.
- Once you are ready to submit your completed AUR, on the “Tool Bar” click the “Route Workflow” button. A window appears asking you to ***“Submit”*** or to ***“Cancel”.*** Click on ***“Submit”*** and hit OK.
- ** A box may show asking you to enter mission codes, **<u>ALWAYS CLICK OK</u>**, disregard the error; the validator will correct the mission codes.
- You are now finished with the submittal process. To view the status, look in the upper right corner of the screen in the “Status” box. After submitting the report, the status box should now show “Submitted”.

Go to the AMS website and enter your user name and password.

<u>If you don't have access to the AMS system yet, please enter the AMS website to access the "New User" form and either email the form to</u> <u>ams-helpdesk@nbc.gov</u> or send by facsimile message to 208-433-5030.

- After logging in, the below screen will appear. This is your *"Start Center".*
- On the left side click on ***"New Non-Fleet Aircraft Use Report".*** You should now see the below screen



- The broad blue band on the screen is the "**Action Bar**". You can always return to your "Start Center" through this bar.
- Directly below that is the ***"Tool Bar"***. You can save your report and route the workflow on a UR report on the ***"Tool Bar".***
- Below the *"Tool Bar"* is the ***"Tab Bar" .*** ***Y***ou will use this bar to go between each page of a UR.

Take time to move your cursor slowly over each button, it will display the function of that button.

Entering a NEW Use Report:

- **Do not use the "Enter" key to move from cell to cell—either use the tab key or click on the next cell.**
- As shown on the previous screen, you are now at the starting point for entering a new use report.
- Required fields are indicated with a red star next to the field. Start at the "Contractor" box and work through each section by tabbing to the next box.
- Fields without the star are available to enter informational data but are not required. You may leave them blank.
- Fields with an arrow next to them will bring up a selection to choose from. If a drop down menu appears, always choose ***"Select Value".*** Once your results show on the screen, you can select the correct value.
- You are not required to enter data in the section entitled "Aircraft User Information". The using agency is responsible for entering this information on the hard copy 23E form that will be electronically attached to the AMS report. When the electronic AUR is "submitted", AMD will enter that data. The last grouping of information at the right of that section will automatically populate including your Government Validator's name.
- Once information is complete, attach the copy of the signed **AMD-23E** and any receipts or other documents that are required to support this report under the attachments section. Click on the paper clip in the right corner of the **"Header"** screen to attach attachments. The paper clip will turn Orange once there are attachments attached.

** All attachments must be attached before you route the workflow **

- Now click on the Details Tab. This is the page where you will enter your line detail information.
- Line details are separated into two tabs, "Time Based" and "Fees and Charges". If you have both types of expenses, start on the "Time Based" tab. Once selected, a **"New Row"** button will appear on the lower right side of the screen. Click on the button to enter a new detail line.
- There will be a line starting with a "Line Number". Directly below that line will be the section that must be filled out. Start in the **"Pay Item Code"** box and type in or select your pay item code for this line detail.
- Clicking on the arrow to the right of the box will bring up a selection to choose from. Once your results appear, you can select the proper value for the box. Only pay item codes for your contract will show in the selection box.
- If you are entering a flight leg using the Hobbs meter, the system requires a **"Start Time"** entered for every Hobbs reading. The **"Start Time"** does not have to be the time the pilot actually left, it can be any time. **We suggest 01:00.** Once you enter the time for the first flight of the day, the time will automatically be entered on the next Hobbs reading line detail.

- To enter a clock time, you must insert a **"colon"**. Use the 24 hour clock (military time), the system will convert that time to normal clock for you.
- Airport Codes: Enter the airport codes in the boxes. If the airport you entered is not in the system, a box will pop up called **"Select Value".** When it appears, that means that the value entered is not a value in our system. Either edit the airport code or click **"Cancel"** and type in the word **"Other"** and in the memo box to the right, insert the location of the landing site.
- Tax Code: If your tail number is FET (Federal Excise Tax) exempt, do not enter information in this field. If it is NOT tax exempt you must enter one of the below tax codes in the ***"Tax Code"*** field. If you are not claiming taxes, you must enter the letter **"N"** for none.

  N= None
  P= Personnel
  C= Cargo
  B= Both
- Deleting a Detail Row: If you want to delete a detail row, on the far right side of the row there is a garbage can icon. Click on it and hit the save button (on the tool bar) and the row will be deleted.
- Billee Code and Charge Codes: Billee code and charge code fields can be left blank on every detail line. These fields are the responsibility of the Validator at AMD. The bureau billee code and charge codes must be written on the hard copy 23E form that will be attached to the AMS report and the Validator will enter that information into the system after the AUR is routed.
- Adding a new row: Once you have the detail line completed, click on the **"New Row"** button again to create a new detail line or select another tab if you have additional line items to enter in the other category of expenses. If you have more than 6 detail rows on one screen, look above the detail lines to see 1-6 of 10 with an arrow next to it, click on the arrow to proceed to the next 4 detail lines.
- Clicking on the blue triangles to the left of the detail lines will open up the "extended detail" information and that information will display below the line.
- If a pay item code does not show up on the **"Time Based"** tab, try the pay item code on the **"Fees and Charges"** tab.

Fees and Charges: When entering **"Fees and Charges"**, click on the "Fees and Charges" tab and click on **"New Row"** to start entering a new detail line. Continue adding lines as necessary until finished.

Routing the Workflow: Once you have entered all required information, you are ready to submit your completed UR. Go to the "Tool Bar" click the "Route Workflow" button. 

- A window appears asking you to ***"Submit"*** or to ***"Cancel".*** If you are ready**, *c***lick on ***"Submit",*** and then hit OK.

- A box may show asking you to enter mission codes, **ALWAYS CLICK OK**, disregard the error--the validator will correct the mission codes.
- If you have no errors on the UR, your UR will be submitted and routed to the validator.
- To see the status, look on the right side of the screen in the "Status" box to see the status. It will now show *"Submitted"*.

Creating a new UR:

To create a new UR, click on the ***"Start Center"*** button in the right corner on the ***"Tool Bar"*** and repeat the process.

Correcting a Rejected UR:

To correct a rejected UR, open the UR and click on the **"Log"** tab.
In the **"Log"** tab there will be a note with the reason the report was rejected. Correct the UR and re submit the report by clicking on the **"Route Workflow"** button.